

M E M O R A N D U M

TO: Superintendents

FROM: Darlene Slaby, Director
Language Minority and Migrant Programs

DATE: January 27, 2006

The 2005-06 Language Minority/Immigrant Student Enrollment (DOE-LM) data collection form will be available on Wednesday, February 1, 2006.

This data is used to determine allocations for the state Non-English Speaking Program and the federal Title III, Language Instruction for Limited English Proficient and Immigrant Students. Timeliness is crucial in ensuring the accuracy of future funding allocations. Failure by school districts to submit data will result in forfeiture of funding.

Submit data for each language minority or immigrant student enrolled during the collection period for the 2005-06 school year. Data can either be submitted in a file or by filling out the Language Minority Input Form in the Application Center. The data layout is available on the STN Homepage <www.doe.state.in.us/stn/welcome.html>. The option to report "No Language Minority" students is also available on the input form. Collaboration between STN coordinators and Language Minority Central Points of Contact will be required to compile student data and review the Language Minority reports.

Technical questions related to the submission of data should be directed to the school district's STN system administrator. Questions regarding the identification and assessment of language minority students should be directed to the Division of Language Minority and Migrant Programs at 317-232-0555 or 800-382-9962.

Data must be submitted by March 17, 2006.